

## Staffing Guide

Position Description			Supply Clerk		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> <li>• Hours of Operation _____</li> <li>• Occupancy Rate _____</li> <li>• Seasonal/Peak Workload <u>  X  </u></li> </ul>	<ul style="list-style-type: none"> <li>• Staff Supervised _____</li> <li>• Facility Layout <u>     X     </u></li> <li>• Facility Size <u>     X     </u></li> <li style="padding-left: 20px;">—</li> </ul>	<ul style="list-style-type: none"> <li>• Facility Age _____</li> <li>• Logistical Support <u>     X     </u></li> <li>• _____</li> </ul>		
Workload/Staffing Comments:  Positions may be full time, part time, or flex.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
<b>Staffing Standard</b>	<b>Not Authorized</b>	* <b>1 (NF-2) authorized at 150 + rooms</b>	<b>1 (NF-2)</b>	<b>2 (NF-2)</b>	<b>2 (NF-2)</b>
<b>Alternate Staffing Standard (If Required)</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes  * Position authorized at 150 + rooms					